

OFFICIAL

AFSA **Candidate Information** **Pack**

Government Lawyer (APS6)



Australian Government

Australian Financial Security Authority

OFFICIAL

Reference number	PS-792
Closing time and date	11:59 PM (AEDT) Sunday, 4 October 2026
Location	Adelaide, Brisbane, Canberra, Hobart, Melbourne, Perth, Sydney
Employment type	Ongoing or Non-ongoing
Hours	37:30 Full time
Security Clearance	Baseline
Contact	PeopleConnect@afsa.gov.au

Acknowledgement of Country

AFSA acknowledge Aboriginal and Torres Strait Islander peoples as custodians of Australia and we pay our respects to Elders, past and present. We also acknowledge the ongoing connection to land, sea and communities throughout Australia, and the contributions to the lives of all Australians.

We are committed to advancing reconciliation and recognise the importance of empowering Aboriginal and Torres Strait Islander people to achieve greater equity and equality as a society.

About AFSA

The [Australian Financial Security Authority \(AFSA\)](#) manages the application of bankruptcy and personal property securities laws to support confidence in Australia's personal insolvency and personal property securities systems. We do this by delivering high-quality personal insolvency and trustee services, regulatory oversight, and personal property securities services, underpinned by a strong and balanced approach to regulation.

For further information, please refer to [AFSA Organisational Chart](#).

What we Offer

At AFSA, we value our people and offer a supportive and inclusive workplace. Under our [Enterprise Agreement](#), employees enjoy a range of benefits, including:

- Competitive pay and conditions
- Flexible work arrangements to support work-life balance
- Generous leave entitlements
- Professional development opportunities to help you grow your career
- Commitment to diversity and inclusion, ensuring a respectful and collaborative environment.

About Legal

The **Legal Division** provides trusted legal advice, legal support and litigation services across AFSA's operations. Legal partners with business areas across the agency to support sound decision-making, manage legal risk, and ensure AFSA meets its statutory and regulatory obligations.

The division delivers specialist expertise in bankruptcy, personal property securities and proceeds of crime legislation, while also providing advice on administrative law, contracts, employment matters, information governance, legal risk, and corporate governance. Through its work, Legal helps AFSA exercise its powers lawfully, make robust decisions, and maintain public confidence in Australia's insolvency and personal property securities systems.

Working in Legal provides the opportunity to contribute to matters of national significance, collaborate with regulatory and operational teams across AFSA, and influence outcomes that support effective government administration and regulatory integrity. Legal professionals work on complex and often high-profile matters, providing practical and strategic advice that enables AFSA to deliver on its purpose and strategic objectives.

About the Team

The **Legal Team** provides trusted legal advice, litigation services and specialist legal support across AFSA's regulatory, operational and corporate functions. The team works closely with business areas throughout the agency to ensure decisions are legally sound, risks are appropriately managed, and statutory obligations are met.

Legal supports AFSA's administration of bankruptcy and personal property securities legislation, while also advising on administrative law, information law, privacy, Freedom of Information, regulatory compliance, governance, employment and commercial matters. Through strategic and practical legal guidance, the team helps AFSA deliver lawful, accountable and effective services to the Australian community.

Why this role matters

This role contributes to AFSA's ability to deliver effective, lawful and accountable regulatory and corporate outcomes.

As an APS6 Government Lawyer, you will provide high-quality legal advice and services that support the agency's statutory functions, regulatory responsibilities and strategic priorities. Your work will help identify and manage legal risk, support sound decision-making, and contribute to the integrity of AFSA's regulatory and operational activities.

The position sits within the Legal Team and reports to a Senior Government Lawyer, working closely with legal colleagues and stakeholders across the agency on a broad range of legal matters.

The Role

As an **APS6 Government Lawyer**, you will provide practical, risk-based legal advice and services across a diverse range of matters that support AFSA's regulatory, operational and corporate functions. Working under the general direction of a Senior Government Lawyer or Principal Government Lawyer, you will manage legal matters of varying complexity, including litigation, dispute resolution, administrative law, information law and regulatory issues.

You will apply your legal expertise to analyse legislation, interpret legal and policy frameworks, identify legal risks and develop practical solutions that support business outcomes. The role requires sound judgement, strong stakeholder engagement skills and the ability to communicate complex legal concepts clearly to a range of audiences.

As a **Government Lawyer**, you will:

- Provide timely, practical and strategic legal advice across AFSA's areas of responsibility.
- Manage litigation, tribunal and dispute resolution matters from inception to resolution.
- Prepare legal advice, submissions, briefs, correspondence and court or tribunal documents.
- Support internal stakeholders to understand legal risks and make informed decisions.
- Contribute to capability development through mentoring, knowledge sharing and support of junior legal staff.
- Identify opportunities to improve legal service delivery and business processes.

Key Responsibilities

Include the following:

- Provide high-quality legal advice that is practical, accurate and aligned with legislative and policy requirements.
- Manage a caseload of litigation, tribunal, dispute resolution and advisory matters, ensuring effective and timely outcomes.
- Conduct legal research and analysis to support decision-making and risk management.
- Prepare legal opinions, submissions, briefs, court and tribunal documents, correspondence and other legal materials.
- Interpret and apply legislation, case law and government policy across a range of legal issues.
- Identify, assess and communicate legal risks, including escalating complex or high-risk matters where appropriate.
- Support AFSA's statutory and regulatory functions through advice relating to administrative law, information law, privacy, FOI and compliance matters.
- Build and maintain effective working relationships with internal and external stakeholders.
- Supervise, mentor and support junior lawyers and legal staff to build organisational capability.
- Contribute to continuous improvement initiatives, legal practice development and effective service delivery.
- Monitor legislative, policy and case law developments and assess impacts on AFSA's operations and regulatory responsibilities.

Technical and professional expertise

- Sound knowledge of Australian public law principles, including administrative law and statutory interpretation.
- Demonstrated ability to undertake legal research and provide well-reasoned legal advice.
- Experience managing litigation, dispute resolution or advisory legal matters.
- Ability to identify legal risks and provide practical, business-focused solutions.
- Strong written communication skills, including drafting legal advice, submissions and legal documentation.
- Understanding of government decision-making frameworks and regulatory environments is desirable.
- Knowledge of information law, privacy, Freedom of Information, insolvency or regulatory law will be highly regarded.

Qualifications and experience

Essential

- Bachelor of Laws degree or equivalent qualification.
- Admission as a legal practitioner of the Supreme Court of an Australian State or Territory.
- Current practising certificate, or eligibility to hold one.

Desirable

- More than two years' experience in legal practice, ideally including litigation, dispute resolution and advisory work.
- Experience working within government, regulatory or public sector environments.
- Knowledge of administrative law, information law, privacy, Freedom of Information, insolvency or regulatory law.
- Experience coaching, mentoring or supporting junior legal practitioners.

The ideal candidate will have

Shapes Strategic Direction

- Has a macro view and looks beyond the boundaries of own responsibilities to the team, AFSA, the APS and industry and the broader community.
- Represents and advocates the agency's position in a professional and specialist context.
- Keeps the end user in mind to shape program outcomes to meet needs.

Communicates simply and clearly

- Communicates clearly in plain English, without using jargon.
- Demonstrates an ability to convey a message succinctly and with empathy, regardless of medium (written, verbal, digital).
- Understand the target audience, and tailors' message in a way that appeals to them.

Uses information to make evidence-based decisions

- Researches, identifies, and integrates relevant evidence towards finding solutions to the problem.
- Provides unbiased, comprehensive, and accurate advice to others.
- Uses experience and organisation/environmental awareness to analyse what information is important and how it should be used in the decision-making process.

Engages proactively with risk

- Ensures compliance with all legislative and policy requirements to mitigate risk.
- Challenges assumptions and explores possibilities to take calculated risks.
- Consistently demonstrates a proactive and responsible attitude towards the identification and management of risk.

Promotes performance excellence

- Holds self and others responsible for achieving results and agreed outcomes.
- Positively contributes to a culture of high performance, through effective performance management practices.
- Strives for continuous improvement by identifying better ways of working or opportunities to contribute to the work of others.
- Is open, persistent and has genuine debate around critical issues.

Drives innovation and continuous improvement

- Constructively challenges and questions status quo with a view to continually improve the way we work.
- Explores and works with new ideas that will benefit our stakeholders.

Our Recruitment Approach

AFSA uses a range of assessment methods to identify applicants with the skills, experience and capabilities required for our roles. Our recruitment practices are guided by the APS Merit Principle, ensuring selection decisions are fair, transparent and based on merit.

Depending on the role, the recruitment process may include one or more of the following stages:

- **Written application**, including a cover letter, statement of claims or other application requirements
- **Shortlisting** of applicants against the role requirements

- **Interview** to assess skills, experience, capabilities and suitability for the role
- **Additional assessment methods**, such as work sample tests, presentations or other job-related exercises
- **Referee checks** to validate a candidate's suitability for the role
- **Pre-engagement checks**, employment offers and the creation of merit pools for future vacancies

Not all assessment methods will be used for every recruitment process. Applicants will be advised of the assessment requirements relevant to the role they have applied for.

Eligibility

To qualify for employment at AFSA, you must:

- be an Australian citizen
- successfully pass a police record and ID checks
- obtain and maintain a [security clearance](#) at the required level
- fulfil any probationary period requirements.

How to Apply

Apply via <https://www.afsa.gov.au/about-us/careers/current-vacancies> by the [closing time and date](#).

Candidate Use of Artificial Intelligence (AI)

We recognise that AI can support candidates during the recruitment process; however, all candidates are expected to participate with **honesty, integrity and authenticity**.

When applying, you must:

- Be honest – ensure all information reflects your own skills, experience and achievements
- Be transparent – clearly disclose how AI tools were used, where applicable
- Be yourself – ensure responses reflect your own ideas, experience and judgement
- These expectations support a fair, equitable and merit-based recruitment process.

Further information can be found in the APS Commission's guidance on candidate use of AI:

[Principles for candidate use of AI in recruitment](#)

Panel Use of Artificial Intelligence (AI)

The selection panel and supporting recruitment provider may use AI in a limited capacity during the recruitment process.

AI may be used as an administrative support tool only, to enhance the readability of notes throughout the interview process.

AI will not be used to assess candidate applications or inform selection decisions. All assessments will be conducted by Panel Members, and may be supported by the Recruitment Provider.

Inclusion and Diversity

At AFSA, we want everyone to feel welcome, respected, and able to succeed. We know that a diverse workforce brings fresh ideas, strengthens decision making, and helps us deliver better outcomes for the community.

Inclusion and diversity are part of how we work every day and guided by our [Inclusion and Diversity Strategy](#). This is to ensure at AFSA is a safe, respectful, and accessible workplace that supports wellbeing, continuous learning, and career development.

When you join AFSA you'll have opportunities to connect with employee led diversity networks. These networks provide support, build understanding across the organisation, host events, and help shape positive change. All employees are welcome to participate, including:

- Mosaic iBelong
- Constellation iBelong
- Gugurmin iBelong
- Kaleidoscope iBelong
- Nexus iBelong
- Nuture Ring iBelong
- Wellbeing iBelong

We actively foster a culture of genuine belonging, supported by respectful behaviours, inclusive leadership, and a strong commitment to valuing diversity in all its forms.

RecruitAbility

AFSA is committed to supporting employment and career development of people with disability. Our participation in APS RecruitAbility means we will progress an applicant with disability to a further stage in the recruitment process, where they opt into the RecruitAbility Scheme and meet the minimum requirements of the advertised position.

If you identify as a person with a disability, you can 'opt in' for RecruitAbility through the application form.

Further information on RecruitAbility is available on the [Australian Public Service Commission's website](#).

Reasonable adjustments

We can provide equipment or support to help you submit your application, attend an interview or complete an assessment task.

To assist you, we may provide:

- alternative application submission methods
- additional time to submit your application or complete assessment tasks
- an interpreter
- accessible computer hardware and software

To find out more about reasonable adjustment you can contact the nominated contact officer listed in the advertisement or contact the People Connect team via peopleconnect@afsa.gov.au.

Further information regarding reasonable adjustments is available on the [Australian Public Service Commission's website](#).

Outcome

Candidates will be advised of the outcome of their application at the conclusion of the process.

Suitable candidates may be placed in an unranked merit pool for up to 18 months and may be considered for similar roles within AFSA or other APS agencies.

Merit pools may also be shared with other Australian Public Service agencies in line with legislative requirements.

Privacy

Your information will only be used for this recruitment process and stored securely in our online system. It will be accessible only to People Connect, hiring managers, and the selection panel. We keep your details for up to 18 months from the job advertisement date, and sometimes longer for reporting purposes. Your privacy is important to us, and we handle all information in line with strict confidentiality and data protection standards.